

Michigan Treasury Online (MTO) Optimization

Learning Series 10: Amending and Paying a Sales, Use and Withholding (SUW) Tax Return

NOTE: These documents are for demonstration purposes only and are not actual accounts or taxpayers.

January 2016

Customer Friendly







Simplified Process

What's New in MTO?

- Amending and Paying a Sales, Use and Withholding (SUW) Tax Return

Learning Series 10: Amending and Paying a SUW Tax Return

Before continuing, please spend a few minutes becoming familiar with the images used in this Learning Series:

| Image | Purpose |
|---|--|
|  | To indicate a change in process or functionally that is expected to significantly increase the user experience |
|  | To indicate a reminder or a relevant note within a text |
|  | To indicate a quick tip or faster way of completing an action |
|  | To number steps on screenshots |
|  | To highlight any part of the screenshot, such as a button |
|  | To draw attention to a relevant section of information/text (not a button) |

Amending and Paying a Previously Filed SUW Tax Return

Users who have the Manage Business Account or the File and Pay Sales, Use and Withholding Taxes only user role will be able to amend and pay a previously filed SUW tax return.

1. From their MTO homepage, a user will select the business card of the business they wish to amend a previously filed SUW tax return for.

The screenshot shows the Michigan Treasury Online homepage. At the top, there's a navigation bar with the Michigan.gov logo, a search bar, and links for HELP CENTER, CONTACT US, and a user profile JED BLU. Below this is a teal header with 'Michigan Treasury Online' and a home icon. The main section is titled 'Michigan Treasury Online Home' and contains instructions for selecting a business card. A search bar and a 'FAST FILE NOW' button are also present. The 'Your Businesses' section displays a grid of business cards. The card for 'ANDY'S APPLE ORCHARD' is highlighted with a red box and a red arrow labeled '1'.

| Business Name | FEIN | Access Rights |
|------------------------------------|---------|-----------------|
| CREATE A NEW BUSINESS RELATIONSHIP | | |
| A BUNCH OF GRAPES W... | 2103354 | Manage Business |
| ANDY'S APPLE ORCHARD | 2103254 | File and Pay |
| BERT'S BERRIES | 2101754 | Manage Business |
| BIG BIRD'S PET SHOP | 2101454 | File and Pay |
| Bill's Burgerama | 2103754 | Manage Business |
| BOB'S BURGERS | 2101554 | File and Pay |
| DIRTY SUDS CAR SHOP | 2102354 | Manage Business |

2. Select "Amend and Pay Processed Returns" under the File and Pay SUW drop-down menu.

The screenshot shows the Michigan Treasury Online interface for 'ANDY'S APPLE ORCHARD'. The business information is displayed on the left, and the available actions are on the right. The 'Amend and Pay Processed Returns' option is highlighted with a red box and a red arrow labeled '2'.

| Business Information | |
|---|---|
| Legal Address 7285 PARSONS DRIVE DIMONDALE, MI 48821 | Next Return Filing Due Date March 20, 2015 |
| FEIN 2103254 | Last SUW Payment N/A |
| Access Rights File and Pay | Last Return Filed Sales Tax, Use Tax, Withholding Tax (December 23, 2015) |
| Registered Tax Types Sales Tax, Use Tax, Withholding Tax | |

| Available Actions |
|---------------------------------|
| File and Pay SUW |
| File and Pay a Tax Return |
| Amend and Pay Processed Returns |
| View and Print Filed Returns |
| Other Pay Options |

3. Select "Amend" for the previously filed return which you wish to file and amended return for.

Michigan Treasury Online

ANDY'S APPLE ORCHARD

Amend and Pay Processed Returns

Displayed are the sales, use, & withholding (SUW) tax returns processed for tax year 2015 and forward for this business. You have the ability to view, amend, or make a payment on the processed returns displayed.

Returns and Amendments

Monthly Filings Past 6 Months

| Tax Type | Period | Date Received | |
|----------|--------------------|-------------------|--|
| SUW | Monthly - Jan 2015 | December 23, 2015 | VIEW AMEND |

Available Actions

- File and Pay SUW
- File and Pay a Tax Return
- Amend and Pay Processed Returns
- View and Print Filed Returns
- Other Pay Options

Additional Amended Returns

Choose "Additional Amended Returns" to amend a liability previously reported for a return period. The figures reported on the Amended Return will be the new actual liability for the period.

ADDITIONAL AMENDED RETURNS

4. Select only the tax types you wish to amend and then select "Continue."

Michigan.gov

Michigan Treasury Online

ANDY'S APPLE ORCHARD

Select Which Taxes to File

Choose Tax Types (Check All That Apply)

- ☒ Sales Tax
- ☒ Use Tax
- ☒ Withholding Tax

[CANCEL](#) [CONTINUE](#)

* Required

Check the box(es) for the taxes you are filing today. By checking a box you are specifying the tax you are filing and you will only be presented with information for that tax.

☒ Sales Tax ☒ Use Tax ☒ Withholding Tax

Warning

If you do not check a box for a tax you are obligated to file, you have not fulfilled your obligation and you may be subject to a computed assessment, or other action by the Department, for failure to file or pay a tax.

[Click here for instructions to complete the electronic filing of this form using MTO.](#)

Sales Tax

5. Enter the correct values in the “Amended Values” column on the SUW tax return you have selected to amend. Check the “*I declare under penalty of perjury that this return is true...*” statement and select “Submit.”

Michigan.gov

HELP CENTER | CONTACT US | RED HILL

Michigan Treasury Online

ANDY'S APPLE ORCHARD

Sales, Use and Withholding Taxes Monthly/Quarterly Return

Selected Taxes

* Required

Check the box(es) for the taxes you are filing today. By checking a box you are specifying the tax you are filing and you will only be presented with information for that tax.

☒ Sales Tax ☒ Use Tax ☒ Withholding Tax

Warning

If you do not check a box for a tax you are obligated to file, you have not fulfilled your obligation and you may be subject to a computed assessment, or other action by the Department, for failure to file or pay a tax.

[Click here for instructions to complete the electronic filing of this form using MTO.](#)

Sales Tax

| | Original Values | Amended Values |
|--|-----------------|----------------|
| 1. Gross sales | \$ 1,000.00 | \$ 2,000.00 |
| 2. Sales Tax Due | \$ 60.00 | \$ 100.00 |
| 3. Total Prepaid Tax | | |
| Fuel Supplier and Wholesaler Prepaid Sales Tax Schedule | \$ | \$ |
| Fuel Retailer Supplemental Schedule | \$ | \$ |
| Vehicle Dealer Supplemental Schedule | \$ | \$ |
| 4. Remaining Sales Eligible for Discount | \$ 60.00 | \$ 100.00 |
| 5. Total of Allowable Discounts Calculate Discount | \$ | \$ |
| 6. Total Sales Tax Due | \$ 60.00 | \$ 100.00 |

Use Tax

| | Original Values | Amended Values |
|--|-----------------|----------------|
| 1. Gross Use | \$ 1,000.00 | \$ 1,500.00 |
| 2. Total Use Tax | \$ 60.00 | \$ 90.00 |
| 4. Total of Allowable Discounts Calculate Discount | \$ | \$ |
| 5. Total Use Tax Due | \$ 60.00 | \$ 90.00 |

Use Tax on Items Purchased for Business or Personal Use

| | Original Values | Amended Values |
|------------------------------------|-----------------|----------------|
| 1. Total Purchases and Withdrawals | \$ 0.00 | \$ 0.00 |
| 2. Use Liability | \$ | \$ |

Withholding Tax

| | Original Values | Amended Values |
|---|-----------------|----------------|
| 1. Total Amount of Michigan Income Tax Withheld | \$ 180.00 | \$ 300.00 |

Summary

| | Original Values | Amended Values |
|--|-----------------|----------------|
| 1. Amount of Sales, Use and Withholding Tax Due | \$ 300.00 | \$ 490.00 |
| 2. Total Prior Payment | \$ | \$ |
| 3. Amount of Tax Due | \$ 300.00 | \$ 490.00 |
| 4. Penalty Paid With This Return Calculate Penalty | \$ | \$ |
| 5. Interest Paid With This Return Calculate Interest | \$ | \$ |
| 6. Payment Due | \$ 300.00 | \$ 490.00 |

☐ * I declare under penalty of perjury that this return is true and complete to the best of my knowledge.

5

SUBMIT CANCEL

6. Select “File” in the “*Final Check-Is Everything Correct?*” box.

Use Tax

1. Gross Use \$ 1,500.00
2. Total Use Tax \$ 90.00
4. Total of Allowable Discounts
5. Total Use Tax Due

Use Tax on Items Purchased for Business or Personal Use

1. Total Purchases and Withholding Tax
2. Use Liability

Amended Values

\$ 1,500.00
\$ 90.00
\$ 90.00

Values

Final Check - Is Everything Correct?

You are about to Save and File this tax return.

Make sure that all fields have been filled out correctly. Once this is successfully submitted, you will be able to see this filed return on the “Amend and Pay Processed Returns” page. In order to go back to make any changes or view one last time click “Cancel”.

Allow 48 hours for returns made with payment to display and up to seven days, if received without payment, to allow time for the payment to be received separately.

CANCEL X FILE

6

7. You will receive a confirmation number indicating your return has been filed. Select “Continue” to move forward to make a payment.

Use Tax

1. Gross Use \$ 1,500.00
2. Total Use Tax \$ 90.00
4. Total of Allowable Discounts
5. Total Use Tax Due

Use Tax on Items Purchased for Business or Personal Use

Amended Values

\$ 1,500.00
\$ 90.00
\$ 90.00

Values

Tax Return Complete

Success

Thank you for your submission. Your confirmation number is 300000022753.

CONTINUE

7



Note: The tax return confirmation number will also be emailed to the email listed in your user profile.

8. Confirm the payment amounts listed for each tax in the “*Would you like to make a payment?*” box. If the payment amounts by tax are correct, select “Pay.”

If the payment amounts are incorrect due to a credit resulting from prepaid sales tax, select the “*Redistribute Payment/Make Partial Payment*” checkbox and enter the payment amounts you wish to pay by tax.

Would you like to make a payment?

Displayed are the amounts due based on your return. Any credit resulting from prepaid sales tax will not be reflected in your total payment due.

Select the “Redistribute Payment/Make a Partial Payment” checkbox to manually enter the total payment due after you have subtracted any credit resulting from prepaid sales tax.

Payment Due

Sales Payment \$ 100.00
Use (Sales/Rentals) Payment \$ 90.00
Use Purchases Payment \$ 0.00
Withholding Payment \$ 300.00
Penalty Payment \$ 0.00
Interest Payment \$ 0.00
Total Payment \$ 490.00

☐ Redistribute Payment/Make a Partial Payment

CANCEL X PAY

8

9. Select "Continue" on the "Leaving Michigan Treasury Online" box

The screenshot shows the Michigan Treasury Online interface. At the top, there's a navigation bar with 'Michigan.gov', 'HELP CENTER', 'CONTACT US', and a user profile 'JED BLU'. Below this is a header 'Michigan Treasury Online' with a home icon and a breadcrumb 'ANDY'S APPLE ORCHARD'. The main content area is titled 'Amend and Pay' and includes a sub-header 'Returns and Amended'. A modal window titled 'Leaving Michigan Treasury Online' is displayed in the center. It contains a 'Warning' box stating: 'If you continue, you will be being transferred to our payment center, powered by J.P. Morgan Chase. You must select "Continue" within 1 minute or you will time out and will not be routed to the payment center. Once this happens, you will have to select "Cancel" and re-enter your payment information.' At the bottom of the modal are two buttons: 'CANCEL' and 'CONTINUE'. A red arrow points to the 'CONTINUE' button, with the number '9' next to it. The background page shows various links like 'Monthly Filings', 'Tax Type', 'Additional Amended', and 'Available Actions'.

10. You have now been routed to the pay site powered by JP Morgan Chase. Verify the payment amount listed, select eCheck or Credit/Debit card to indicate the type of payment you wish to make, complete required payment information fields and select "Continue."

The screenshot shows the JP Morgan Chase payment site for Michigan Treasury Online. The page has a header with 'Michigan.gov Powered by J.P. Morgan Chase' and a large red banner stating 'THIS IS A TEST SITE Transactions will NOT be processed.' Below the banner is a navigation menu with 'Make Payment', 'Manage Accounts', 'Pending Payments', and 'Payment History'. The main content area is titled 'Make a Payment - Sales, Use, Withholding Taxes' and includes a 'CHASE' logo. The page contains several sections: 'Payment Details' with 'Payment Amount*' (\$490.00) and 'Payment Date*' (01/07/2016); 'Payment Method' with 'New Account*' and radio buttons for 'eCheck' and 'Credit/Debit Card'; and 'eCheck Account Information' with fields for 'Bank Routing Number*', 'Bank Account Number*', 'Re-enter Bank Account Number*', 'Bank Account Type*', 'Bank Account Category*', 'Save this account?', and 'Bank Account Nickname*'. A red arrow points to the 'Continue' button, with the number '10' next to it. The footer includes 'Release 13_7966 © 2002 - 2016 JPMorgan Chase Bank, N.A. Browser Requirements'.

11. Verify payment detail, account detail and enter the last four digits of the FEIN or TR number of the business. Select the “I accept the Terms and Conditions” checkbox and “Confirm.”

Michigan
Powered by J.P. Morgan Chase

THIS IS A TEST SITE
Transactions will NOT be processed.

[Privacy](#) [Help](#)

Verify Payment - Sales, Use, Withholding Taxes

Bold fields with * are required.

Electronic check (e-check) payments are governed by the National Automated Clearing House Association (NACHA). For your protection NACHA requires user authentication before initiating a transaction. Below you will be asked to enter the last four digits of the FEIN number for which you are making a payment. This entry is only required for e-check payments and not for credit/debit card payments.

For your own protection, review the details of your payment and enter your Last four digits of the FEIN or TR Number below before choosing **Confirm**.

Your Payment Detail

Payment Amount: **\$490.00**
Scheduled Payment Date: **Jan-07-2016**
Amount Due: **\$490.00**

Your Account Detail

Bank Routing Number: **02111**
Bank Account Number: **XXXXXXXXXXXXXXXX2222**
Bank Account Type: **Checking**
Bank Account Category: **Business**

E-mail Address*: **j1234blu@yahoo.com**

Send me an email confirmation: ☒

Enter Last four digits of the FEIN or TR Number*:

Terms And Conditions

PLEASE READ AND APPROVE THE FOLLOWING AUTHORIZATION

By clicking "I Accept", I authorize Michigan Department of Treasury to electronically debit my bank account for the amount(s) set forth above. This authorization is valid for this transaction only.

In the event that a payment is returned as unpaid, I understand Michigan Department of Treasury may charge a return item fee, up to the maximum amount allowed by law.

PLEASE PRINT A COPY OF THIS AUTHORIZATION FOR YOUR RECORDS

I accept the Terms and Conditions*: ☒

11 [Confirm](#) [Cancel](#)

Release 13_7966 © 2002 - 2016 JPMorgan Chase Bank, N.A. [Browser Requirements](#)

12. You will receive a confirmation number indicating your payment has been received. A copy of the confirmation number will be emailed to the email listed under your user profile. You may also select to print this page for your records by selecting the printer icon on the page.

Click “Continue to the Main Menu.”

Michigan
Powered by J.P. Morgan Chase

THIS IS A TEST SITE
Transactions will NOT be processed.

[Privacy](#) [Help](#)

Payment Confirmation - Sales, Use, Withholding Taxes

Thank you for your payment. Please allow two business days for your payment to be credited to your Sales, Use, Withholding Taxes account.
To return to MTO simply close this window.

Please keep a record of your Confirmation Number, or [print](#) this page for your records.

Confirmation Number: **XF48US00002343**
Confirmation Date (ET): **Jan-06-2016 08:22:51 AM**

Your Payment Detail

Payment Amount: **\$490.00**
Scheduled Payment Date: **Jan-07-2016**
Amount Due: **\$490.00**

Your Account Detail

Bank Routing Number: **02111**
Bank Account Number: **XXXXXXXXXXXXXXXX2222**
Bank Account Type: **Checking**
Bank Account Category: **Business**

E-mail Address *: **j1234blu@yahoo.com**

Please keep a record of your Confirmation Number, or [print](#) this page for your records.

12 [Continue to Main Menu](#)

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Select the printer button to print a copy of this page

You have now been routed to the pay site main menu. On this menu you can add, edit, or delete an eCheck or credit/debit card accounts, view, edit or delete any pending payments and view previous payment history.



To return to MTO, close the pay site by selecting the "X" at the top of the page.



Contact Us

If you have additional questions that were not answered using this Learning Series, please call the Michigan Department of Treasury at 517-636-6925.

The MTO Business website is currently being revised to include updated information on MTO and the changes to SUW that will begin in January. The website can be accessed here: www.michigan.gov/mtobusiness.